

1)

Position Applied For

APPLICATION FOR EMPLOYMENT

6591 Orange Drive, Davie, Florida 33314 (954) 797-1100

Job Hotline (954) 791-9501

Web Page www.davie-fl.gov "An Equal Opportunity Employer" Drug-Free and Alcohol-Free Workplace

A Town of Davie employment application must be completed for an applicant to be considered for employment. Please answer each question. If the question does not apply, indicate N/A. If the space available is insufficient, please attach additional sheets as required. Please PRINT CLEARLY or TYPE all information. Please use ink.

The Town of Davie reserves the right not to process an employment application if said application is found to be incomplete or if required documentation is not provided. If you are submitting a resume, you must still complete all parts of this application.

Under the Americans with Disabilities Act of 1991, the Town is required to reasonably accommodate qualified individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews and actual employment but only if the Town knows that an accommodation is required. If you are disabled and require accommodation, the Town will make every reasonable effort to provide it to you. You may request an accommodation at any time. However, some types of accommodation may require some preparation before they can be provided.

The Town of Davie hereby discloses that social security numbers will be used for billing purposes, payroll eligibility verification, applicant employee background checks, and to enable other health care providers and insurers to identify and manage your records. No other use of social security numbers is authorized. This written statement is in compliance with Florida Statutes, Section 119.071(5)(a).2.a.

Social Security Number

3)

Telephone Number

2)

4)	Last Name	First Na	me		Middle Name	
5)	Present Address Stree	et	City		State	Zip
6)	Previous Address Stree	t	City		State	Zip
7)	Are you available to work Ful	1 Time	_ Part Time	Temporary	When are you able t	o start?
8)	8) Under the Immigration Reform and Control Act, we are required to verify that you are legally eligible for employment in the United States. Please provide the appropriate documentation upon employment.					igible for employment
Appropriate documentation includes any one of the following: •United States Passport •Certificate of United States Citizenship •Certificate of Naturalization •Resident Alien Card, provided it bears a photograph of the bearer •Temporary Resident Card •Employment Authorization Card *Must be accompanied by a document that establishes identity, sissued identification card or school identification card, voter's re Documents other than those listed may be accepted, please incompanied.			documentation • Social Securit • Original or ce • Unexpired IN • Certification of State* • United States such as a picture egistration card,	rtified copy of a Birth S Employment Author Birth Abroad issued Citizen Identification bearing driver's licen	ollowing: a Certificate* corization* d by the Department a Card* nse, a picture-bearing state	
9)	9) Education (attach a copy of diploma, G.E.D., certificate or degree)					
A)	Circle highest grade completed: 1 2	2 3 4 5	6 7 8 9	10 11 12 13	14 15 16 17 18 19	20
	High school diploma	☐Yes	□No	If yes, da	te received:	
	Equivalency-G.E.D.	☐Yes	□No	If yes, da	te received:	
	Name/City/State of last school attended:					

B) List Spe	ecial Training	(Business, Technic	al, Vocation	ıal, Ar	med Fo	rces Sch	ool,	etc.)			
			Dates Attended From To MO/YR MO/YR			Course(s) or Subject(s)					
Name and Location of Vocational School, Training Center, etc.									ertificate(s)		
		MO/	YK	MC)/ YK		Taken			Received	
C) Liet Co	allogos and H	niversities Attende									
C) LIST CO	meges and O	inversities Attende	Dates A	ttond	od	1	T	Major/Minor			
Name and	Location of C	ollege or	From		To	Credi	it	Program of			Date
University		0	MO/YR		O/YR	Hour		Study	Degr	ee	Received
D) List ar	ıy experience,	skills, or qualificat	tions which	you f	eel shou	ıld be co	nsid	lered:			
,	, , ,	lifications not cove		•		-	-				
license	es or certificat	es held or certified	membershi	ip in a	ny trad	e or prof	essio	on):			
		d: Begin with you space is necessary,									
	clude volunte		piease atta	cii au	umonai	sneets.	be s	specific when des	cribing jo	ob aun	es. Flease do
N	May we contac	ct your present emp	ployer regai	rding	your re	cord of e	mpl	oyment?	Yes		No
A) Preser	nt Employer										
From	То	Employer									
MO/YR	MO/YR	Employer									
House Don V	 Week	City/State/Zip_									
		Position Title _									
Starting Sal		Supervisor's Nar									
Ending Sala	ary										
Cmariti - D	tion	Reason for Leavi									
Specific Du	nes										

From				
	To	Employer		
MO/YR	MO/YR	Address		
		City/State/Zip		
Hours Per V	Week			
Starting Sal	ary	Supervisor's Name		
Ending Sala	ary	Reason for Leaving		
Specific Du	ties			
1				
C) Previo	ous Employer			
From	To	Employer		
MO/YR	MO/YR	Address		
		_ City/State/Zip		
	Week	Position Title		
_	lary	Supervisor's Name		
Ending Sala	ary	Reason for Leaving		
Specific Du	ties			
1				
-				
D) Previo	ous Employer			
,				
Eurona	1 ,			
From MO/YR	То	Employer		
From MO/YR	1 ,	Address		
MO/YR	To MO/YR	Address		
MO/YR Hours Per V	To MO/YR	AddressCity/State/Zip		
MO/YR Hours Per V Starting Sal	To MO/YR Week	AddressCity/State/Zip		
MO/YR Hours Per V Starting Sal	To MO/YR	Address City/State/Zip Position Title Supervisor's Name	Telephone Number	
MO/YR Hours Per V Starting Sal Ending Sala	To MO/YR Week	Address City/State/Zip Position Title Supervisor's Name Reason for Leaving		
MO/YR Hours Per V Starting Sal Ending Sala	To MO/YR Week ary	Address City/State/Zip Position Title Supervisor's Name Reason for Leaving	Telephone Number	
MO/YR Hours Per V Starting Sal Ending Sal	To MO/YR Week ary	Address City/State/Zip Position Title Supervisor's Name Reason for Leaving	Telephone Number	
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MO/YR Hours Per V Starting Sala Ending Sala Specific Du 11) Were y If yes, comp	To MO/YR Week ary ties vou ever in the plete the follow	Address City/State/Zip Position Title Supervisor's Name Reason for Leaving The United States Armed Forces? Wing: Branch Date of Entry	Telephone Number S No Rank	
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MO/YR Hours Per V Starting Sala Ending Sala Specific Du 11) Were y If yes, comp	To MO/YR Week lary ties to ever in the olete the follower of the color of the co	Address City/State/Zip Position Title Supervisor's Name Reason for Leaving The United States Armed Forces? Wing: Branch Date of Entry	Telephone Number SNo Rank Date of Separation	

13) How did you learn of	1 0						
Town Employee	9	Interest	: Card	Web Page			
Town's Job Ann	ouncement Board	Newsp	aper Ad - Specify Nev	vspaper			
Employment Ag	gency	Other:_					
14) References: Please lis	st three people not related	to you, whom you have	known for at least one	e year.			
A) Name		Occupati	ion				
Address		<u> </u>	Telephone Number				
B) Name		Occupati	ion				
Address			Telephone Number				
C) Name		Occupati	ion				
Address Telephone Number							
15) Have you ever been d	ischarged or forced to res	ign from any job?	Yes No)			
If yes, please explain:							
16) Have you ever been e	mployed by the Town of l	Davie? Yes	□No				
If yes, please provide	date(s) and department(s)):					
17) Are you related to any	y Town of Davie employe	e?	□No				
If yes, please provide	name, relation, and emplo	oying department:					
18) Have you ever been o	convicted of any criminal	l offense, pleaded guilty	or nolo contendere, or	found guilty of a criminal			
offense, even though	adjudication was withheld	d or sentence was suspen	ided? Yes	□No			
Data	Charres		Place	Current Status			
Date	Charge		Trace	Current Status			
(2.2000)			11 11 116				
,	yes" response to this ques			- ,			
				you for an intentional tort ection of distress, trespass,			
If yes, state the date, 1	name and location of the claim, ac		action, or lawsuit wa	s brought against you, and			
Date:	Court:						
Status/disposition:		,	Name/Location)				
19) In case of emergency,							
Name	F	Relationship (if any)	P	hone Number			
I understand that misrepresenta to make inquiries into my pers release of information from pas	Address City State Zip CERTIFICATION AND AUTHORIZATION I understand that misrepresentation or omission of pertinent facts called for may be cause for dismissal if I am employed. I authorize the Town of Davie to make inquiries into my personal, educational or employment history as may be necessary to reach any employment decision and I consent to the release of information from past employers and other individuals concerning my qualifications for employment. I further understand that, if hired, there is a probationary period and I can be terminated at any time during the period.						
Signature		I	Signature Date				
By signing this form, I autl							
	horize my minor child to s	sign this Application for	Employment with the	Town of Davie.			



EQUAL EMPLOYMENT OPPORTUNITY INFORMATION FORM

The Town is firmly committed to equal employment opportunity for all employees and applicants. The Town shall not discriminate in any employment related decisions on the basis of race, color, religion, sex, age, national origin, marital status, political affiliations, handicap or disabilities.

If you choose to provide the following information it will be used to help improve our recruitment programs and comply with Federal/State Equal Employment Opportunity record keeping, reporting, and other legal requirements.

This form will be detached from your application and kept separate. This information will not be used in any way to make any employment decisions which affects you.

Positi	on Applied For:	Date:					
Print	Name:	Sex: Female Male					
Social	Security #	Date of Birth:					
Race/	Ethnic Group: (please check one)						
	White (Not of Hispanic Origin) – All persons peoples of Europe, North Africa, or the Middle Ea						
	<u>Black</u> (Not of Hispanic Origin) – All persons having origins in any of the Black racial groups of Africa.						
	<u>Hispanic</u> – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.						
	<u>Asian or Pacific Islander</u> – All persons having of the Far East, Southeast Asia, Indian Subconting includes, for example China, India, Japan, Korea,	ent, or the Pacific Islands. This area					
	<u>American Indian or Alaskan</u> – All persons having origins in any of the original people of North America, and who maintain cultural identification through tribal affiliation community recognition.						
	<u>Other</u>						



DRIVING HISTORY QUESTIONNAIRE

Please print all information EXACTLY as it appears on your driver's license. If a question does not apply to you write N/A (not applicable).

Drivers Lice	ense #		Tecuin	g State:		Class:		Endorseme	nt·			
Name (Last,			Teenini	y State:		Ciass.		LiluuiSeille	111.			
	FIFST, M.1.):											
Address:		(Street)	(City)			(State)				Zip Cod	da)	
Have you h	eld a Drive	ers License other than you		Florida Lic	ense with	. ,	ast se	ven vears?		Yes		No
Drivers Lice		lio inconse ounce unan you		g State:		спо ре				1.03		110
Dilveis Lice	::ise #.		1554111	y State.								
Te your Lice	ense Curre	ntly Valid?								Yes		No
Is your License Currently Valid? Has your License ever been suspended?												
		and Explanation:								Yes		No
ii yes piease	give Dates	and Explanation.										
Has your Li	icense evei	r been revoked?								Yes		No
		and Explanation:										
, .	_											
List all Traf	fic Citation	ns received within the las	t seven (7) years (list on reve	erse side i	f additio	nal sp	ace if need	ed). 1	If none	e, wri	te
Date	Descripti	ion of offense			Stat	e in whic	ch occ	urred Di	sposi	tion of	case	
										1		1
		eted a defensive driving c	course?							Yes		No
If yes please	give Dates	and Explanation:										
		CEDTIFICATIO	N OF A DDI ICANI	T. DI	1 6							
]	l hereby cei	<u>CERTIFICATIO</u> rtify that all answers to the	N OF APPLICAN above questions a						and t	hat any	y	
		s of material facts containe	ed in this form may	cause forfe								
			sought	hereunder.								
	Signatur	re:					Date	i				
							Dutt	·				



DRUG-FREE & ALCOHOL-FREE WORKPLACE APPLICANT NOTIFICATION & ACKNOWLEDGEMENT

The Town of Davie has determined that drugs (including alcohol), taken for non-medicinal purposes, have no place on the job. An employee's use of drugs and/or alcohol subjects the employee, co-workers and the public to unacceptable safety risks, impairs an employee's ability to perform on the job, and undermines the Town of Davie's ability to operate effectively and efficiently. Accordingly, the Town of Davie has implemented a drug-free and alcohol-free workplace program in keeping with both the spirit and intent of the Drug-Free Workplace Act of 1988, 41 U.S.C. Section 701, et seq. It is a condition of employment that all employees abide by this policy concerning drugs and alcohol.

Tests for the presence of controlled substances will be administered following a conditional offer of employment to:

- All applicants for full-time regular and full-time temporary positions and part-time regular positions at the time of the pre-employment physical examination;
- All applicants for part-time temporary positions.

The Human Resources Department will schedule the examination of eligible applicants. At the time of screening, applicants are to identify themselves by a driver's license or other means of photographic identification. Parental consent will be required for applicants under eighteen years of age.

The confirmed presence of a controlled substance without adequate explanation will result in termination of the applicant's candidacy. Applicants may contest or explain the confirmed positive test result to the Town of Davie within five working days after written notification of the confirmed positive test result. Applicants who refuse to be tested for controlled substances, or who fail to report for testing as directed, or who have a confirmed positive test result, will be removed from consideration for employment and shall be precluded from reapplying for employment with the Town for a period of one (1) year from date of refusal, failure to report, or confirmed positive test result.

If the test results are positive, the applicant may, at his/her own expense, have a Gas Chromatography - Mass Spectrometry performed on the original sample by a qualified laboratory. Written results from the laboratory are to be provided to the Human Resources Department.

I have read the above and am aware of the above policy.

NOTE: DO NOT SIGN THIS FORM UNLESS IN THE PRESENCE OF WITNESS. (Any person over the age of 18 may act as a witness)

Print Applicant Name		Print Witness Name	
Applicant Signature	Date	Witness Signature	Date
Print Name of Parent or Legal Guardian		Print Witness Name	
(If under the age of 18)			
		With Girls	
Signature of Parent or Legal Guardian	Date	Witness Signature	Date
(If under the age of 18)			



RELEASE & WAIVER FORM FOR PRE-EMPLOYMENT BACKGROUND INVESTIGATION

**Must be notarized prior to submission of application **

bearing this release, or a copy of it, personal, educational, or employmen not limited to, academic achievem	within one year of its date, to obta t history as may be necessary to re- ent, attendance, athletic, persona- nation and records, and disciplina	norized representative of the Town of Davie in information in your files pertaining to my each any employment decision including, but al history, performance report, background ary records, and I consent to the release of qualifications for employment.		
copy of it, within one year of its date,	, to obtain any medical records or 1	f the Town of Davie bearing this release or a medical information in the files of my current which pertain to my employment following a		
I hereby direct you to release this knowledge and understanding that the		bearer. This release is executed with full of the Town of Davie.		
institution, or retail business establish kind, which may at any time resu	hment including collectively, from It to me, my heirs, family or a nformation, or any attempt to com	chool, college, university or other education any and all liability for damage of whatever associates because of compliance with this aply with it. Should there be any questions as		
from any and all liability for damag associates because of compliance we comply with it.	e of whatever kind, which may a with this authorization and reques	to release information, or any attempt to		
I understand that I have the right to re of it. MUST BE SIGNED IN THE I		and acknowledge that I have received a copy		
Signature	 Date	Telephone Number		
By signing this form, I authorize my background investigation.				
Signature	Date	Telephone Number		
STATE OF	COUNTY OF			
The foregoing instrument was acknowledged before me this day of, 200 by (name of person acknowledging).				
(SEAL)				
Personally Known Prod	uced Identification	Signature of Notary Public		
Type of Identification Produced		Print or Type Commissioned Name of Notary		



NOTICE TO APPLICANT OF INTENT TO OBTAIN AN INVESTIGATIVE CONSUMER REPORT

Dear Applicant:

In connection with your application for employment, we would like to procure certain background information concerning you which is contained in an investigative consumer report. An investigative consumer report may contain information regarding your: credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, mode of living, and/or criminal background. This information may be gathered from personal interviews with your neighbors, friends, and/or associates (e.g., former employers).

Before we may procure an investigative consumer report, you must authorize such procurement in writing. You have the right to decline authorization for us to procure an investigative consumer report. However, we will not consider you further for employment if you so decline.

In addition to information to be obtained from other sources without personal interviews, we intend to ask your former employer(s) the following questions concerning:

- What were the dates of your former employment?
- What position(s) did you hold?
- Were you ever demoted or otherwise disciplined? If so, what were the circumstances?
- Did you perform your job in a satisfactory manner?
- Under what circumstances did you leave?
- Would you rehire the individual?

On the back of this form you will find a release which will allow us to obtain an investigative consumer report concerning the foregoing questions. Please read the release carefully before signing it and indicating your choice regarding disclosure. Additionally, please note that the release authorizes us to obtain an investigative consumer report now and at any other time during your employment.

Attached to this letter is "A Summary of Your Rights under the Fair Credit Reporting Act."

Sincerely, Human Resources Management



A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRA's are credit bureaus that gather and sell information about you - such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (http://www.ftc.gov). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you such as denying an application for credit, insurance, or employment must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify the (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its finding to the CRA. (The source also must advise national CRA's -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.



A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

- You can dispute inaccurate items with the source of the information. If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA, may not report negative information that is more that seven years old; ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider
 of CRA data, violates the FCRA, you may sue them in state or federal court.



Applicant Signature

Date

RELEASE TO PROCURE A CONSUMER REPORT

I have read the "Notice to Applicant of Intent to Obtain Consumer Report" letter on the back of this form.

I understand that I have the right to decline authorization for the Town of Davie to procure a consumer report concerning me.

I understand that the consumer report may contain information concerning my: credit worthiness, credit standing, general reputation, personal characteristics, mode of living, and/or criminal background.

Understanding these rights,

I authorize the Town of Davie to procure a consumer report concerning me now and at any other time during my employment.

I do not authorize the Town of Davie to procure a consumer report concerning me.



INSERT TO FIREFIGHTER EMPLOYMENT APPLICATION

Instructions: This affidavit is to be submitted with the employment application. This affidavit must be submitted in accordance with Florida State Statute 633.34 Fire Fighters; qualifications for employment.

AFFIDAVIT

STATE OF FLORIDA	
COUNTY OF))
being first duly sworn, deposes and sa	ed, who, ays that he has been a non-user of tobacco 1) year immediately preceding the date of cation.
	(Must be signed in presence of Notary)
Sworn to and subscribed before me this day of, 200	
Signature of Notary Public	(SEAL)
Print or Type Commissioned Name of Notary	
Personally Known OR Prod Type of Identification Produced	uced Identification